



## JOB DESCRIPTION

Position Title: **P.A.Y. Officer**

Class Code: 4902

Non-Exempt

EEO Code: 06

Effective Date: August 30, 2002

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### **Major Function**

Professional work supervising, counseling, and monitoring offenders participating in juvenile diversion through the Prosecution Alternatives for Youth (P.A.Y.) Program of Seminole County. Ensures compliance with ordered sanctions and attends court as needed on terminated cases.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Formulates service plans for juvenile diversion participants. Compiles case notes for review by Juvenile Judge and SAO. Counsels and advises families and clients regarding compliance requirements.

Conducts pretrial interviews for Teen Court clients to determine program suitability. Coordinates Teen Court sessions, which includes scheduling all participants and overseeing court proceedings.

Makes routine and non-routine field visits to clients' homes, schools and work sites for supervision and compliance purposes.

Coordinates assigned cases with juveniles, parents, police departments and volunteers to schedule appropriate hearings for disposition. Attends Juvenile Court as required to monitor cases and conduct follow-up with clients.

Documents in a timely manner all personal and collateral contacts with clients, conducts urine tests as needed, and pursues early terminations and modifications of sanctions where appropriate.

Determines and enforces compliance with appropriate programs, treatment centers, and/or counseling necessary to implement recommended corrective behavior.

Participates in recruitment and training of adult and youth volunteers, and updates Hearing Officers on new services and available resources.

Maintains a professional working relationship and provides assistance where needed with all personnel involved with the juvenile justice system and the public. Participates effectively and professionally in staff meetings and on teams, as well as training and conferences.

Corresponds with various parties (i.e., offenders' family, schools, participating agencies, Juvenile Justice Department to document progress in compliance with imposed sanctions.

Counsels and advises parents regarding client assistance. Maintains community resources information and community agency lists to provide appropriate client assistance.

Prepares and submits, in a timely fashion, program statistical information and similar reports. These include, but are not limited to, daily travel logs, weekly attendance and leave reports, monthly recidivism reports, and long distance telephone logs.

Performs other duties as assigned or as may be necessary.



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### **Minimum Qualifications**

Knowledge of the judicial process as utilized for juvenile offenders. Knowledge of the regulations of the juvenile justice system.

Ability to communicate effectively both orally and in writing. Ability to evaluate information and make appropriate decisions within established guidelines. Ability to maintain an effective working relationship with volunteers, outside agencies, clients, and the general public. Ability to operate a personal computer and associated software.

Bachelor's Degree in Psychology, Sociology, Criminal Justice, or a closely related field and six (6) months' experience in investigation and supervision of offenders. Experience with personal computers is required.

Must complete Hearing Officer Training course within one (1) year of appointment to position.

Must possess and maintain a valid Florida Driver's License.

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

### **Working Conditions**

The work environment for this position is a general office setting with some fieldwork. Most duties are performed while sitting at a desk, table or workstation. This position would be exposed to radiant and electrical energy found in an office environment. Duties performed outside the office may require prolonged standing or walking.